



# Delete Employees

If an employee is leaving the organization, you can delete their data.

**Note:** This action cannot be undone, and the data will be deleted permanently.

1. Sign in to Zoho Shifts and navigate to the **Employees** tab.
2. Click the **More Actions icon (...)** for the employee you want to delete.
3. Select **Yes, delete** in the *Delete employee* pop-up to delete the employee details.

The screenshot shows the Zoho Shifts interface with the 'Employees' tab selected. At the top, there are navigation tabs: Dashboard, Employees, Schedule, Time Off, Timesheets, Reports, and Messages. The user is logged in as 'Standard - Trial Upgrade'. Below the navigation, there are buttons for 'Invite', 'Activate', 'Deactivate', and 'More'. A table lists 9 employees with columns for Employee, Mobile, Email, Schedules, Positions, and Status. The employee 'Martin Tyler' is selected, and a 'More Actions' menu is open, showing options: Edit, Deactivate, and Delete. The status of Martin Tyler is 'Joined'. The bottom of the page shows 'Showing: 1 - 9 of 9'.

Employee	Mobile	Email	Schedules	Positions	Status
<input type="checkbox"/> Benjamin Davis		benjamindavis@zylker.com	Zylker Group of Restaurants, HQ	General Manager	Joined
<input type="checkbox"/> Brad Harper		bradharper@zylker.com	Zylker Group of Restaurants, HQ	Chef	Joined
<input type="checkbox"/> Gabriel Lewis		gabriellewis@zylker.com	Zylker Group of Restaurants, HQ	Sous Chef	Joined
<input type="checkbox"/> James Felch		jamesfelch@zylker.com	Zylker Group of Restaurants, HQ	Waiter	Joined
<input type="checkbox"/> Maria Joseph		mariajoseph@zylker.com	Zylker Group of Restaurants, HQ	Bartender	Joined
<input checked="" type="checkbox"/> Martin Tyler		martintyler@zylker.com	Zylker Group of Restaurants, HQ	Senior Chef	Joined
<input type="checkbox"/> Patricia Roberts		patriciaroberts@zylker.com	Zylker Group of Restaurants, HQ	Owner and General Manager	Joined
<input type="checkbox"/> Sarah Jackson		sarahjackson@zylker.com	Zylker Group of Restaurants, HQ	General and Kitchen Manager	Not li
<input type="checkbox"/> Susan Bones		susanbones@zylker.com	Zylker Group of Restaurants, HQ	Sous Chef	Joined